



AMELIA MOORE

Residential Property Assistant

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Proficient In Microsoft Office Suite



Familiarity With Angus Property Management Software



Property Valuation



Networking Skills



Research Skills



Multitasking Ability



INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

STRENGTHS

🔧 Pragmatism

🌿 Sensitivity

💖 Sincerity

⚓ Stability

LANGUAGES



English



Japanese



Polish

ACHIEVEMENTS

🌟 Improved tenant satisfaction ratings by 20% through effective communication and timely response to requests.

🌟 Successfully managed a budget of over \$1 million across multiple properties, ensuring cost-effective operations.

PROFESSIONAL SUMMARY

Dynamic Residential Property Assistant with 7 years of proven expertise in optimizing property management and enhancing tenant relations. Demonstrated ability in coordinating maintenance, managing vendor contracts, and ensuring compliance with property standards. Committed to delivering exceptional service and maximizing property value through strategic operations and effective communication.

WORK EXPERIENCE

Residential Property Assistant

📅 Apr / 2020-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Managed the operations of a high-rise office building and a professional complex, ensuring all tenant requests were addressed promptly.
2. Utilized an online tenant request system, achieving a 100% completion rate for requests within 24 hours.
3. Assisted in developing budgets and forecasts for six properties, contributing to financial planning and strategy.
4. Participated in various capital improvement projects, including building upgrades and maintenance repairs.
5. Collaborated with federal tenants, fostering strong relationships with agencies like the Department of Homeland Security.
6. Reviewed vendor contracts and executed re-bids, optimizing service delivery and cost-effectiveness.
7. Worked closely with building engineers and management to ensure operational excellence and tenant satisfaction.

Property Assistant

📅 Apr / 2018-Apr / 2020

Crescent Moon Design

📍 Portland, OR

1. Served as Lead Property Assistant for Class A commercial properties, managing day-to-day operations and tenant relations.
2. Facilitated tenant communication and maintenance requests, ensuring timely resolution and satisfaction.
3. Prepared monthly financial reports, assisting in variance analysis and ensuring accurate financial tracking.
4. Managed distribution of rental statements and tenant bill-backs, contributing to financial accountability.
5. Secured bids and drafted contracts for service agreements, enhancing project execution and service quality.
6. Coordinated with hotel management for access control and shared expense invoicing, optimizing operational collaboration.

EDUCATION

Bachelor of Science in Business Administration

📅 Apr / 2016 - Apr / 2018

University of Virginia

📍 Denver, CO

Focused on management principles and property operations.